
SAMPLE AGENDA

Public Launch

Date of event:

Location:

Time	Duration	Event
6:30-7:00	<i>30 min</i>	Reception with refreshments, music, information booths, and activities, such as a wall display where people can write their visions for their community or identify issues that concern them about climate change, if appropriate to your community.
7:00-7:05	<i>5 min</i>	Charismatic Master of Ceremonies (MC) opens up the event with why addressing climate change is important and why they are excited to be there.
7:05-7:10	<i>5 min</i>	Music, poetry, or theatrical skit
7:10-7:30	<i>20 min</i>	Charismatic speaker potentially from outside the area speaks to the global importance of doing this local work and how we already know what we need to know to address climate change effectively.
7:30-7:35	<i>5 min</i>	Music, poetry, or theatrical skit
7:35-7:45	<i>10 min</i>	Coordinator provides an overview of the process, tells people how they can be engaged, encourages them to make sure they have signed up on the form at the entrance table to receive updates.
7:45-7:50	<i>5 min</i>	Music, poetry, or theatrical skit
7:50-7:55	<i>5 min</i>	MC thanks everyone for coming and encourages them to stay and enjoy the refreshments, booths, and activities until 8:30.